

MARK SANFORD, CHAIRMAN
GOVERNOR

CONVERSE A. CHELLIS, III, CPA
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Division of General Services
M. Richbourg Roberson
DIRECTOR

Phone: (803) 737-3880
Fax: (803) 737-0592

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE
COMMITTEE

DANIEL T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

June 29, 2010

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Beaufort County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the agency which may meet the criteria.

All proposals must be received by the Division of General Services, Real Property Services on or before 5:00 PM, July 8, 2010.

After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

All inquiries regarding this lease solicitation should be directed to Michelle Phillips **via email** at mphillips@gs.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://www.gs.sc.gov/sb-ps/leasing/LS-leaseproced.phtm>.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

MARK SANFORD, CHAIRMAN
GOVERNOR

CONVERSE A. CHELLIS, III, CPA
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Division of General Services
M. Richbourg Roberson
DIRECTOR

Phone: (803) 737-3880
Fax: (803) 737-0592

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE
COMMITTEE

DANIEL T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

REQUEST FOR LEASE PROPOSAL FOR SC DEPARTMENT OF REVENUE

OFFICE SPACE IN BEAUFORT COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA

- Expected occupancy date: August 1, 2010
- 2000 usable square feet +/-; include rentable and usable square feet in proposal
- Ideal set up should include, but is not limited to:
 - * 2-4 conference rooms 120 square feet +/- each
 - * 1 break-room 40 square feet +/-
 - * 1 computer/HVAC room 100 square feet +/-
 - * Office space for 15 employees which may consist of cubicle space, office space or any combination thereof with a total of 1,500 square feet +/- . Cubicles will be provided by Tenant.
- Space must be ADA compliant.
- Building must have T1 data line and accommodate a voice over IP phone system.
- 25 parking spaces must be provided; common area parking must include handicap spaces compliant with ADA standards
- Parking lot must be paved and lighted.
- Separate and secure server room that must be a climate controlled environment maintaining temperatures between 60-85 degrees Fahrenheit with servers/switches producing 2500-4000 BTU.
- 5 year term with optional 5 year extended term with stated rates.
- Location should be central Beaufort County.
- Access to all space must be secure and accessible 24/7 by employees only.

STATE REQUIREMENTS

- Standard State lease must be used – a copy is available upon request
- Property must be barrier free, hazard free and smoke free
- Property must meet zoning requirements for proposed use
- Economical and efficient space utilization

MARK SANFORD, CHAIRMAN
GOVERNOR

CONVERSE A. CHELLIS, III, CPA
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Division of General Services

M. Richbourg Roberson
DIRECTOR

Phone: (803) 737-3880

Fax: (803) 737-0592

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE
COMMITTEE

DANIEL T. COOPER
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Division of General Services, Real Property Services by 5:00 p.m. on July 8, 2010
- All proposals must be in writing and may be submitted by mail or email (it is agent's responsibility to obtain confirmation receipt)
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard
- Proposal for a GROSS lease to include all operating expenses is preferred (utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.)
- Proposal must disclose the rate per square foot allocated for operating expenses. (Used to compare proposals.)
- Please specify whether operating expenses are included or whether they are subject to increases. If the proposal is submitted with the Tenant being responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a 3% cap.
- If GROSS lease is not possible, submit an estimate of utility costs for property.
- Please attach a current floor plan if available

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with the Department of Revenue. Direct contact is cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

MICHELLE J. PHILLIPS
SC BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SC 29201
PHONE: 803-734-6062 FAX: 803-737-0592
EMAIL: MPHILLIPS@GS.SC.GOV